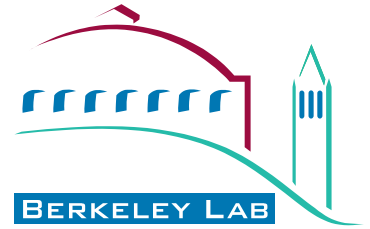
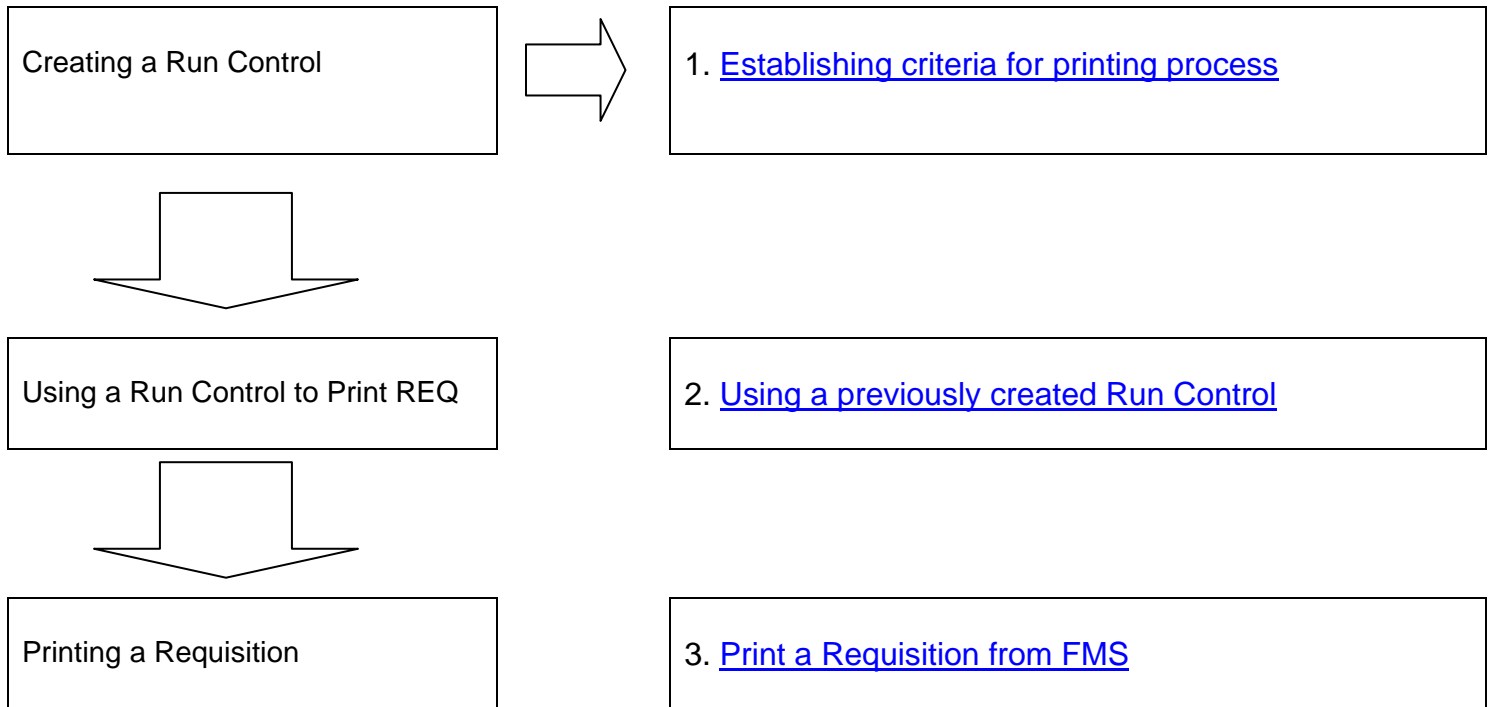


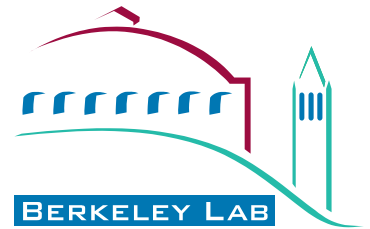
How do I print a Requisition from FMS?



When it becomes necessary to print a requisition.



How do I print a Requisition from FMS?



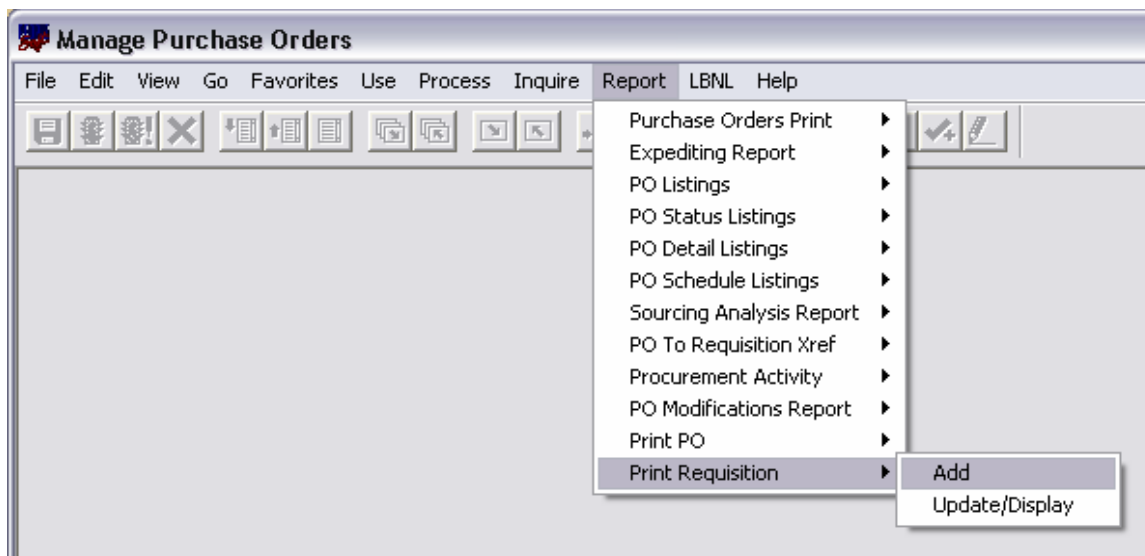
Printing a Requisition

It will now be possible to print a requisition from the PRP Reports menu rather than doing screen prints in ePro. Each user will need to create a Run Control ID for this new process.

Step 1: Creating a Run Control

The Run Control ID stores the parameters for a process or report, so the next time it is run the criteria do not have to be re-entered. The Run Control ID functions as a label for the chosen process parameters. This only needs to be created once, the initial time accessing the process. The name given the Run Control should be all one word and “_” is acceptable. Suggestion: call it LBNL_PrintREQ.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Report
- ⇒ Print Requisition
- ⇒ **Add**

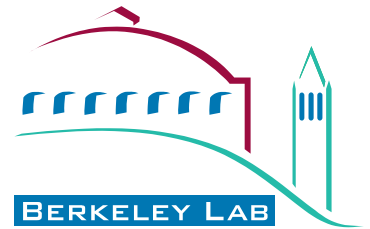


Add: Create a name (Run Control) for repeated use. *Click on OK*



When the **Print Requisition** panel appears then click on **Save**. You have now created a Run Control.

How do I print a Requisition from FMS?



Step 2: Using a existing Run Control to Print Requisition

When the buyer needs to use Print Requisition again, locate the Run Control that you previously created using **Update/Display** instead of Add and then **Search**.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Report
- ⇒ Print Requisition
- ⇒ Update/Display

The Update/Display panel will be displayed.

A screenshot of a software dialog box titled "Update/Display -- Print Requisition". It features a "Run Control ID:" text field at the top. Below it is a list box labeled "Run Cntl" containing the following items: DISPATCH, EXPEDITING, EXPEDITING_REPRT, LBNL_PRINTPO, LBNL_PRINTREQ (which is highlighted), PRINTPO, REQPRINT, REQXPO, and RFQ. To the right of the list box are several buttons: OK, Cancel, Search, Detail, Use Query, and New Query.

*Click **Search**.*

Select the predefined Run Control for Print Requisition.

*Click **OK**.*

The Requisition Print panel displays

How do I print a Requisition from FMS?



Step 3: Printing a Requisition

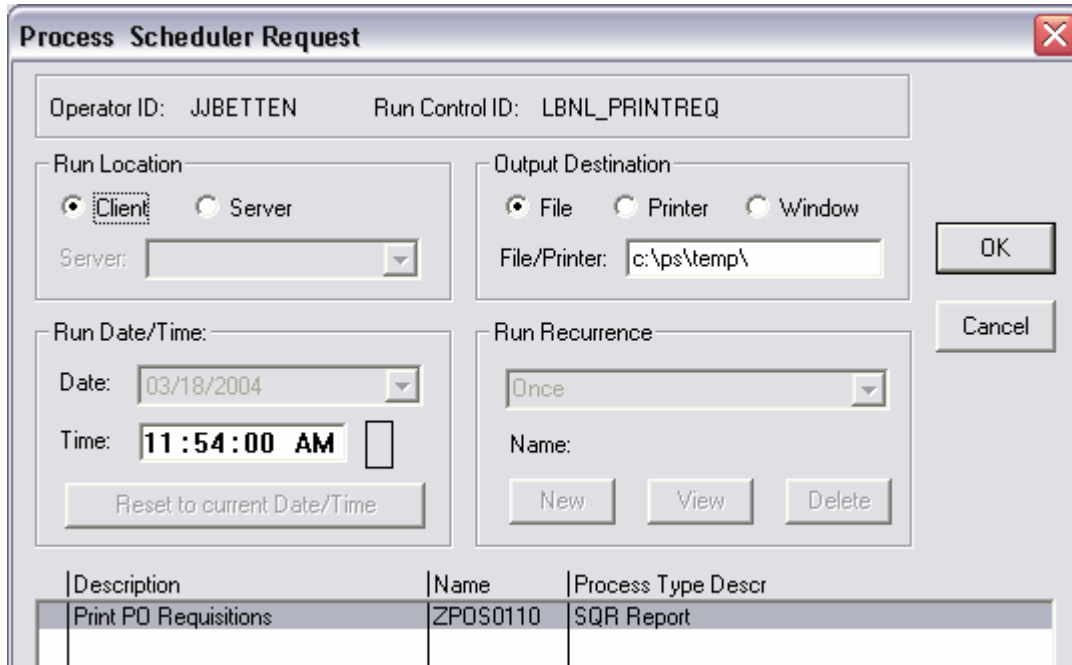
Enter the **Requisition Id** (Requisition number) that you want to print.

A dialog box titled "Run Zpos0110" with a light gray background. It contains fields for "Operator ID" (JJBETTEN), "Run Control ID" (LBNL_PRINTREQ), and "Requisition Id" (0000713483). There are radio buttons for "Specified" (selected) and "Recipient's", and a "Language" dropdown menu set to "English".

Operator ID:	JJBETTEN	<input checked="" type="radio"/> Specified	Language:
Run Control ID:	LBNL_PRINTREQ	<input type="radio"/> Recipient's	English
Requisition Id:	0000713483		

Once you've entered the Requisition Id, click on the **Run**  button.



The **Process Scheduler Request** panel will be displayed.

A dialog box titled "Process Scheduler Request" with a light gray background. It contains fields for "Operator ID" (JJBETTEN), "Run Control ID" (LBNL_PRINTREQ), "Run Location" (Client selected), "Output Destination" (File selected), "Run Date/Time" (03/18/2004, 11:54:00 AM), and "Run Recurrence" (Once). There are buttons for "OK", "Cancel", "New", "View", and "Delete".

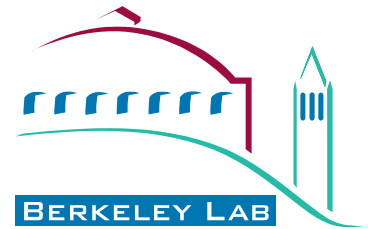
Operator ID: JJBETTEN		Run Control ID: LBNL_PRINTREQ	
Run Location: <input checked="" type="radio"/> Client <input type="radio"/> Server		Output Destination: <input checked="" type="radio"/> File <input type="radio"/> Printer <input type="radio"/> Window	
Server: [dropdown]		File/Printer: c:\ps\temp\	
Run Date/Time: Date: 03/18/2004 Time: 11:54:00 AM		Run Recurrence: Once	
Reset to current Date/Time		Name: [New] [View] [Delete]	

Description	Name	Process Type Descr
Print PO Requisitions	ZPOS0110	SQR Report

Your **Run Location** will be **Client**, the **Output Destination** will be **File** (check that **File/Printer** has the "ps" in its path if not then add it like above). Click **OK**.

If you have the correct settings in **Process Scheduler Request** and want to skip it coming up each time you want to print use **Run with Defaults**  rather than **Run** .

How do I print a Requisition from FMS?



An SQR process icon will appear down on your task bar and then the SQR viewer will open displaying the requisition you selected to print. Click on the Print icon to print to your defined printer or go to File: Print to select a different printer.

Note: Entered By information is always N/A since it does not exist in PRP.

zpos0110.spf - SQR Viewer

File Edit View Page Help

Requisition No.=>0000713483 LBNL Requisition Report Printed: 03/18/2004 Page 1

Entered By: 0000713483
Requisition Total: \$ 4,185.00
Creation Date: 12-NOV-2003
Suggested Vendor: OAKLAND MACHINE WORKS CORP
Term Start Date:
Term End Date:
Certifier's Name: N/A
Certification Type: N/A
Approver: McKean, John Patrick
Approval Date: 12-NOV-2003

Regular Term

Line	Item Description	Requestor	Unit Meas	Quantity	Unit Price	Line Amount	Item Class	Haz
1	Weldment, Raft, Diagnostic Support, per LBNL Dwg. 26B050D.	McKean, John Patrick	EA	1.00	\$ 670.00	\$ 670.00	FAB	N
Comments: "QUALITY ASSURANCE/INSPECTION: 1. THE ABOVE ITEM/ITEMS SHALL CONFORM TO ALL REQUIREMENTS LISTED ON THE SPECIFICATIONS/DRAWINGS. THE LAWRENCE BERKELEY NATIONAL LAB RESERVES THE RIGHT TO INSPECT THE ITEMS FOR CONFORMANCE TO THE SPECIFICATIONS/DRAWINGS AND REJECT ANY ITEMS THAT DO NOT MEET THE REQUIREMENTS. 2. IN THE EVENT THE ITEM/ITEMS FURNISHED BY THE SUBCONTRACTOR ARE NOT IN CONFORMANCE WITH THE SUBCONTRACT, SPECIFICATION, OR DRAWINGS, THE SUBCONTRACTOR SHALL BE TO PROMPTLY CORRECT ANY DEFICIENCY. IF UPON BEING NOTIFIED BY THE LAWRENCE BERKELEY NATIONAL LAB OF NON-CONFORMING OR DEFECTIVE WORK AND HAVING BEEN REQUESTED THE DEFECTIVE WORK OR MATERIALS IN AN EXPEDITIOUS MANNER SUBCONTRACTOR STATES OR BY ITS ACTIONS INDICATES ITS INABILITY OR UNWILLINGNESS TO COMPLY, THE LAWRENCE BERKELEY NATIONAL LAB SHALL PROCEED TO ACCOMPLISH THE WORK BY THE MOST EXPEDITIOUS MEANS AVAILABLE TO IT AND TO BACKCHARGE SUBCONTRACTOR FOR THE COST OF THE WORK.								
Shipment 01 Need By: 08-DEC-03 Deliver To: 069--0150 Quantity: 1.00 Project: UC5061 Dept Code: AL Qty: 1.00 Amount: \$ 670.00 Percent: 100.00								
2	Boss, Strut, per LBNL Dwg. 25L001AA-1.	McKean, John Patrick	EA	6.00	\$ 35.00	\$ 210.00	FAB	N
Comments: Comments: Shipment 01 Need By: 08-DEC-03 Deliver To: 069--0150 Quantity: 6.00 Project: UC5061 Dept Code: AL Qty: 6.00 Amount: \$ 210.00 Percent: 100.00								
3	Plate, Raft, Diagnostic Support, per LBNL Dwg. 26B043E.	McKean, John Patrick	EA	1.00	\$ 295.00	\$ 295.00	FAB	N